

## Procedure for Requesting ASSET In-State Tuition Rate Senate Bill 13-033

### To qualify for Colorado ASSET in-state tuition, a student must:

- Have attended a public or private high school in Colorado for at least three years immediately before graduation or completion of a general equivalency diploma (GED) in Colorado. Three years is defined as six academic terms from three separate academic years immediately preceding graduation or completing the Colorado GED.
- Be admitted to a Colorado institution of higher education or attend a reciprocal program in NM within 12 months of graduation from a Colorado high school or completion of a Colorado GED.
  - Students who graduated from a Colorado high school or completed their GED prior to September 1, 2013 and were admitted into a Colorado institution of higher education within 12 months but meet ALL other eligibility criteria may qualify for in-state tuition by providing documentation proving the student has been physically present in Colorado for eighteen months prior to enrolling.
- Complete an affidavit with the College Opportunity Fund indicating that you have applied for legal presence or will apply as soon as you are eligible to do so.

### All ASSET students:

- Submit CSU – Pueblo ASSET Application form and supporting documents 30 days prior to the first day of classes to the Office of Admissions.
- Submit official Colorado high school transcripts indicating three years of attendance at a Colorado high school immediately before obtaining your Colorado high school diploma or Colorado GED to the Office of Admissions.
- Submit final Colorado high school transcript that shows the date of graduation or a Colorado GED certificate to the Office of Admissions.
- If you are a transfer student, submit official proof of acceptance at a Colorado college or university (institutions other than CSU-Pueblo) within 12 months of graduation from a Colorado high school or completion of a Colorado GED, if applicable to the Office of Admissions.
- Complete the affidavit and authorize the College Opportunity Fund at:  
[cof.college-assist.org](http://cof.college-assist.org).

**Graduation from a Colorado high school or completed a Colorado GED before  
September 1, 2013:**

- If you were not accepted to a Colorado college/university within 12 months of graduation from a Colorado high school or completion of a Colorado GED, you must submit proof of **18 months of continuous physical presence in Colorado** prior to the first day of the semester. The documents must indicate a Colorado mailing address in order to determine continuous physical presence. You must provide the following documents to prove 18 months continuous physical presence:
  - Required documents:
    - Copy of leases or rent receipts signed by all parties
    - Homeowners should include a copy of a warranty deed
    - If you lived with a friend or relative, you must provide a notarized statement from that person indicating the property address and the dates you lived with them. You must also provide a copy of their lease, rent receipts, or warranty deed
  - Provide at least 3 of the following documents:
    - Colorado State identification card or driver's license
    - Colorado vehicle registration
    - Proof of employment (W-2 or check stubs)
    - Signed copies of Colorado income tax return or Colorado tax transcript for the previous year
    - Letter from a person in a position of authority substantiating physical presence (i.e., clergy, high school counselor, social worker, homeless shelter, employer, etc.)
    - Official records from a religious entity in Colorado (e.g., baptism, first communion, wedding)
    - Birth certificates of your children born in Colorado
    - Insurance policies listing a Colorado residence
    - Military records
    - Any other relevant documents will be accepted on a case-by-case basis

**College Opportunity Fund Procedure:**

- Complete the affidavit and authorize the College Opportunity Fund at:  
[cof.college-assist.org](http://cof.college-assist.org)

## Colorado State University - Pueblo ASSET Application Form

I am a:    New Student    Current Student   Term: 20\_\_\_\_    Fall    Spring    Summer

Print Full Name (as it appears on your campus student records)	CSU-Pueblo PID:  Colorado SASID: <i>10-digit High school ID#</i>  Date of Birth:
Print Full Mailing Address (Number, Street, City, State, Zip Code)	Phone Number:  Email Address:

**\*ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED\***

\_\_\_\_\_ Official Final Colorado High School Transcript(s) to the Office of Admissions.

\_\_\_\_\_ Official Colorado GED Transcript, if applicable to the Office of Admissions.

\_\_\_\_\_ Transfer students need to provide documentation that you were admitted to a Colorado college/university or reciprocal school in New Mexico (institutions other than CSU-Pueblo) within 12 months of graduating high school or completion of a GED.

\_\_\_\_\_ College Opportunity Fund Affidavit at: [cof.college-assist.org](http://cof.college-assist.org)  
*(If you completed a paper application attach a copy)*

\_\_\_\_\_ 18 months continuous physical presence in Colorado documents, if you did attend a Colorado college/university within 12 months of graduating high school or completion of a GED (*Guidelines in Procedure for Requesting ASSET In-State Tuition Document*).

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Return completed forms to:

- Tuition Classification Officer at:
  - Faxed to: 719.549.2419
  - Mail or deliver to: **Colorado State University - Pueblo**  
**Office of Admissions**  
**ADM 201**  
 2200 Bonforte Blvd  
 Pueblo, CO 81001

